

GOALS Short Track

Training Hour Requirements for Directors

Acceptable training courses for the GOALS Certificate of Excellence include training sponsored by the Wisconsin Department Public of Instruction School Nutrition Team (DPI SNT), The Institute of Child Nutrition (ICN), or USDA's Food and Nutrition Services (FNS). Other training may be credited with DPI approval. Wisconsin Department of Health Services/Wisconsin Department of Agriculture, Trade, and Consumer Protection (DHS/DATCP) food manager certification may be counted as 8 hours of food safety training.

GOALS Training Hours New Hire Director or Existing Director with a nutrition degree - 75 training hours Nutrition degree such as an RD, DTR, CDM, etc. Or Existing Director without a nutrition degree - 85 training hours An additional 10 hours of nutrition training are outlined at the end of this requirement sheet. For New Hire Directors without a nutrition degree, please complete the 110 hour GOALS training track for Directors.	
	Training Hours
NUTRITION	
MENU PLANNING – 16 training hours required	
Meal Pattern (Face-to-Face Training: SNSDC Required)	8
Special Diets and Food Allergies: Comprehensive Training	4
USDA Foods	4
Total Training Hours Nutrition (Code 1000)	16
OPERATIONS	
SERVING FOOD – 6 training hours required	
Food Production Records	2
Portion Sizes	2
Offer vs Serve	2
CASHIER AND POINT OF SERVICE – 4 training hours required	
Point of Service, Identifying Reimbursable Meals and Protecting Student Identity	2
Counting and Claiming	2
PURCHASING AND PROCUREMENT – 4 training hours required	
DPI SNT SNSDC Procurement Class	4
FOOD SAFETY AND HAACP – 8 training hours required	
ServSafe Certificate or food safety equivalent Required	8
Food Safety Culture	1
Receiving and Recall	1

Wisconsin Food Code	1
Total Training Hours Operations (Code 2000)	22
ADMINISTRATION	
ELIGIBILITY AND REGULATIONS – 16 training hours required	
Child Nutrition Basics – The School Nutrition Program Contract (Face-to-Face Training: SNSDC Required)	8
Eligibility, Certification and Verification	8
FOOD SERVICE PROGRAM MANAGEMENT – ELECTIVES	
Staff Management	2
Standard Operating Procedures (SOPs)	1
Healthy School Environment	2
Water, Energy and Waste	1
Emergency Plans	1
FINANCIAL MANAGEMENT – 10 training hours required	
Financial Basics (Face-to-Face Training: SNSDC Required)	4
Meal Claims and Edit Checks Webinar	2
School Foodservice Budgeting	2
School Foodservice Financial Analysis	1
Meal Pricing/Food Costing	1
HUMAN RESOURCES AND STAFF TRAINING – 1 training hour required	
Civil Rights Training Required	1
Human Resource Management/Policy and Procedures	2
Professional Standards Training and Tracking	2
Retention, Promotion and Recognition	2
Employee Health, Safety and Wellness	2
FACILITIES AND EQUIPMENT PLANNING - ELECTIVES	
Purchasing and Maintenance	1
Equipment Maintenance and Care	1
OTHER PROGRAMS – 1 training hour required	
Special Milk, Afterschool Snack, Fresh Fruit/Vegetable, Wisconsin School Day Milk	1
Total Training Hours Administration (Code 3000)	28
COMMUNICATIONS AND MARKETING	
4 training hours required	
Strategic Marketing Plans and Program Promotion Required	2
Customer Service	1
Communication Skills Required	2
School And Community Communications	1
Smarter Lunchroom Techniques	2
Total Training Hours Communications and Marketing (Code 4000)	4
Total Electives	5
Total training hours to earn Short Track GOALS Certificate – with nutrition degree	75

GOALS Training Hour Requirements – without nutrition degree		Training Hours
Candidates without a degree in nutrition must obtain the 75 training hours listed above in addition to 10 training hours in nutrition courses.		
NUTRITION		
NUTRITION EDUCATION – 2 training hours from the following courses		
Nutrition Activities		2
Classroom Activities		2
School Garden or comparable		2
GENERAL NUTRITION – 8 training hours in Nutrition 101 or similar		
Nutrition 101 Required		8
Total Training Hours Nutrition (Code 1000)		10
Total Training Hours		75
Total training hours to earn Short Track GOALS Certificate – without nutrition degree		85